

August 14, 2018



Tullahoma Municipal Airport Authority

807 William Northern Boulevard

P.O. Box 1581

Tullahoma, TN 37388

**Meeting Attendance
August 14, 2018**

Members Present

- | | |
|-------------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | Dr. Don Daniel, Chairman |
| <input type="checkbox"/> | Karla Smith, Vice Chairman |
| <input checked="" type="checkbox"/> | Jennifer Benetti-Longhini, Secretary |
| <input checked="" type="checkbox"/> | Jason Waller, Treasurer |
| <input checked="" type="checkbox"/> | Paul Sirks, Assistant Treasurer |
| <input checked="" type="checkbox"/> | Jim Apple, Assistant Secretary |
| <input checked="" type="checkbox"/> | Dr. Jim George |

Other Persons Present

- | | |
|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Jon Glass, Airport Manager |
| <input checked="" type="checkbox"/> | Alderman Ray Knowis |
| <input type="checkbox"/> | Tullahoma News |

Regular Meeting Minutes

Visitors: No visitors.

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the July 10, 2018 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer's report** – Jason Waller reviewed the bank statements. **A motion was made and approved** to accept the Treasurer's report.
- 5. Jon Glass presented the Airport Manager report:**

August 14, 2018

CURRENT PROJECTS

Terminal Building – Shahan can replace the tree for \$250.00 but recommended waiting until September when it is cooler.

Airport Staff – Sarah Coffelt and James Wagon have left for college and Braxton Potts no longer works here. Drew Owen has been hired for the full-time job. He is a recent MTSU Aerospace Department graduate and worked at an FBO at Smyrna Airport. I am also trying to hire a retired person from Micro Craft for a part-time position.

Runway Concrete Repair Demo – Jon Glass met with representatives from Elephant Armor on 7/2/18. They have an epoxy based concrete repair method that is a fraction of the cost of full depth replacement. They are currently doing work on the runways at BNA. They will do a sample area of runway 18/36 to demo the method of repair. PDC and TAD reps will be here to observe and I will notify Board members prior to the work being done.

Airport CIP List – Jon Glass will attend the 9/5/18 CIP meeting at Smyrna Airport. The following projects have been submitted for the August 23 PSR meeting:

1. Taxiway A Drainage, sink holes and South ramp drainage Engineering grant (\$10,500).
2. Construction Easement for turf runway trees (\$25,000).

November PSR meeting:

3. Harton Hangar Plaza and Taxiway F sealcoat and crack repair, Taxiway D painting and striping (\$90,000). Terminal building parking lot seal coat and crack repair (maintenance contract).

Board members ranked the following projects according to priority:

1. Runway 18/36 concrete repair \$250,000.
2. North Taxiway asphalt repair and overlay \$180,000.
3. ALP Update \$150,000.

NW Area Fencing Project Request – The final inspection was completed on 3/8/18. The final construction bill of \$21,746.75 has been paid to Curl Construction.

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. Jon Glass is working on reimbursements for the 1st half of FY 18.

August 14, 2018

We received reimbursements of \$5,015.62 for July 1 to December 31 That leaves a balance of \$14,784.38 on the contract until 6/30/18. **Jon Glass will work on reimbursements after June 30. The FY 19 contract will be returned to TAD for execution this week.**

VOR Building – The roof is leaking and repairs need to be completed to prevent damage to the Airfield regulators. The cone and antenna have been removed and the holes have been patched. We are obtaining estimates to construct a roof from Contractors. It will be about 2 years or late 2019 before roof needs to be repaired or other options are identified.

Beacon – We have a Contractor that has removed all the Air Show antennas from the tower. He will paint the tower next. He completed work on painting the segmented circle.

Tree Clearing Project – The tree clearing grant has a remaining balance of \$5,000.00.

General Assembly HB1147/SB982 – It is pretty clear that the amendment to this bill will pass. A Task Force in the General Assembly is being set up to determine the effects it will have on GA Airports in the State. I recommend that we do not touch our NPE (\$150,000 per year) over the next several years and save it for an emergency. Starting in the next 90 days and over the next 4 years I see drastic cuts in State funding from TAD if other sources of revenue are not found. Elimination of funding for terminals, equipment, hangars, fueling systems and landside improvements will probably start very soon. I believe the 95/5 funding will become 90/10 in the future also. Within a few years I believe funding will only exist from TAD for primary runway and taxiway pavement repair. TN House and Senate votes on the Southwest Airline amendment have been delayed until 2018.

Taxiway A –

16-555-0754-04 has been closed and a \$1.12 local share return has been requested since the project was completed under budget.

Taxiway B –

16-555-0785-04 has been closed and a \$469.25 local share return has been requested since the project was completed under budget.

16-555-0793-04 has been closed and a \$1,285.78 local share return has been requested since the project was completed under budget.

NW Hangar 2 – The \$250,000 grant request will be on the September 21 TAC meeting agenda. The grant request was approved with a 5-0 vote at the TAC meeting. The \$200,000 TML loan has been approved and will be executed on 10/19/17. Received the grant on 11/9/17 and Dr. Daniel and Jeremy Bell signed on 11/10/17 and it was returned to TDOT for the Commissioner's signature. The executed grant was received on 12/1/17. The scoping meeting is being scheduled for the week of March 19. Rinks and Associates has started work on the design phase of the hangar. **Advertisement for bids will be in the 8/12/18 edition of the Tallahoma News. The pre bid meeting will be 8/30/18 and**

August 14, 2018

bids will be opened on 9/13/18. I will attend the 9/17/18 Planning Commission meeting for the hangar.

Turf Runway –

16-555-0794-04 has been closed and a \$450.10 local share return has been requested since the project was completed under budget.

16-555-0786 has been closed and a \$55.00 local share return has been requested since the project was completed under budget.

Airport Pavement Condition Report – TAD contracted with Atkins North America, Inc and Applied Research Associates, Inc to produce a report on the condition of pavements at all TN Airports. This report will guide TAD staff and the TAC in all future decisions on project requests from Airports.

Select TN Site Development Grant – The City is in the process of applying for a grant for the Business Airpark. Proposed work includes drainage improvements, concrete repair, clearing and grubbing, signage and lighting in the amount of 500k. The application was submitted on the February 1 deadline and we should know by July 1 if we will receive the grant. The application request was not approved but can be resubmitted for the next round of funding that is available. The 2nd round of funding has been approved by ECD. The application was submitted by the December deadline. The grant announcements will be in the March/April timeframe. Thom Robinson, Scot St. John, Winston Brooks and Jon Glass went to the ECD office on March 8 and made a presentation for the grant. ECD should announce the final decision on grants in 4 to 6 weeks. We did receive the grant for tree clearing and drainage improvements in the amount of \$280,000. Contracts for the grant should be ready by July 1. The grant has been executed by the City and ECD. The bids will be opened at 11:00 am on 1/11/18 at City Hall. Curl Construction is the apparent low bidder at \$262,286.68, the highest bid was \$907,196.00. BOMA will vote to accept or reject the bid at the 2/12/18 meeting. The pre-construction meeting will be held on 2/21/18. **Curl Construction is nearing completion on the tree clearing and will leave a buffer of trees regarding the XP Services concerns. They are having trouble with their tree grinding subcontractor due to equipment issues. Scheduled completion date is 8/31/18.**

Airport Inspection – TAD will do our inspection the week of November 13. We have 2 areas that need tree removal on runway 9 and the turf runway 18. We removed the trees on 18/36 and 9/27 turf runway. TAD will come back and see if we got the right trees on runway 9/27.

The trees are located on Motlow family property on the southern edge of the 20 to 1 approach slope. The turf runway cones were moved in to remove the trees from the 20 to 1 approach slope. To meet the terms of the Parish Agreement we will move the cones back to the 3,140 length and displace the threshold on 9. We will also work with TAD and the

August 14, 2018

Motlow family to obtain a grant to purchase 3 acres of property or an easement to deal with the trees long term.

We have another method to deal with the trees long term that the Motlow family and Steve Upshaw are agreeable with. We can get a construction easement from the Motlow family that is based on 25% to 30% of the per acre price of the 3 acres that we need trees removed from. We estimate this to be at \$25,000 that is eligible for a State grant and 95/5 funding. The Motlow family would then remove the trees and they would keep the timber. **I have been notified that the lots containing the trees have Contracts on them to be sold. This would really complicate the issue for us if the new owners would not work with us on the trees. I am looking at submitting the attached Emergency Project Request on 8/13/18 to the Aeronautics Division. A motion was made and approved to submit a \$10,000 Emergency Project request to TAD.**

Aircraft Damage – An email copy of the incident is provided for Board member review. Tito Melendez the Aircraft owner reported that he did not have Insurance and would be here later this month to fix the damage at his own cost. **The owner repaired the Aircraft and it has departed from the Airport.**

CAP Glider Academy – They had 4 aircraft and 4 gliders with 20 cadets and purchased 1,100 gallons of fuel. They had 5 cadets solo and 9 cadets pre solo. All 20 kids made their bed every day of the week and shocked the hotel staff!

FUEL SALES

Fuel sales for the month of July 2018 were 17,054.33 gallons. This is a 1,181.46 gallon increase in the 15,872.87 gallons sold in July of 2017. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/18 to 7/31/18 = 122,416.44

Fuel Sales 1/1/17 to 7/31/17 = 105,656.01

July 2018	AVGAS	AVGAS SS	Total
Gallons	4,671.5	2,636.03	7,307.53
Flow Fee	\$467.15	\$263.60	\$730.75
Pump Fee	\$2,335.75	\$659.00	\$2,994.75

July 2018	Jet Full Price	Jet Discount	Total
Gallons	1,174	8,572.8	9,746.8
Flow Fee	\$117.40	\$857.28	\$974.68
Truck Fee	\$117.40	\$857.28	\$974.68
Pump Fee	\$1,174.00	\$5,126.58	\$6,300.58

August 14, 2018

Total AVGAS & Jet Gallons = 17,054.33
 Total Flow Fee = \$1,705.43
 Total Jet Truck Fee = \$974.68
 Total Pump Fee = \$9,295.33
 Total Part-Time Employment Cost = \$4,850.00
Jet Truck Fee Minus Rental = +\$124.68
Pump Fee Minus Employment Cost = +\$4,445.33

FUEL PRICES

8/7/18	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$4.45	\$4.42	\$4.15		\$5.06	\$4.84
AVGAS FS	\$4.70	\$4.62	\$4.15	\$4.20	\$5.27	\$5.04
Jet	\$4.20	\$4.20	\$4.02	\$3.88	\$4.47	\$4.00

Average AVGAS price - \$4.97 Average Jet price - \$4.48

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
July 2018	17,054.33
July 2017	15,872.87
July 2016	23,398.33
July 2015	20,172.06
July 2014	22,301.54
July 2013	9,614.65
July 2012	11,882.3
July 2011	12,797.0
July 2010	7,142.4

ANNUAL FUEL SALES (Gallons)

2017	192,043.95
2016	219,458.44
2015	206,683.02
2014	179,611.14
2013	118,597.24
2012	146,293.66
2011 * TAA took over fuel sales on 5/11/11	117,223.75

August 14, 2018

2010	97,983.8
2009	94,408.7
2008	113,262.8
2007	107,196.8

MAINTENANCE/NAVAID PROBLEMS**Fuel Tanks** – No problems.**VOR** – FAA has sent out notices regarding the decommissioning of the VOR.**AWOS** – No problems or outages for July 2018.**Veeder Root Fuel System** – No problems or outages for July 2018.**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for July 2018.**REILS AND PAPI** – No problems or outages for July 2018.***HANGAR RENT/INSURANCE*****OVERDUE RENT** –

Nunley	\$253.00	Paid
Dr. Freeman	\$225.25	
Heinemman	\$6.90	
L Meuer	\$27.60	
Markgraf	\$0.77	Paid
Groff	78.21	
Richison – the hangar will be auctioned off this Fall and we are working with them on overdue rent.	\$407.11	Paid

EXPIRED INSURANCE CERTIFICATE – None**OTHER** – Nothing***AIRPORT MARKETING/PRESENTATIONS*** –***SUGGESTION BOX*** – No suggestions as of 8/10/17.**6. Old Business:**

A. AOPA RFP – Jon Glass reported that the RFP had been submitted to AOPA and Chris Eads planned on visiting the Airport in late August.

B. AVGAS Truck – Jim Apple and Jon Glass met with Eric Brown from the Shelbyville Technical College. He advised that his students could provide the labor to fix the

August 14, 2018

truck at no cost to the Airport and we would purchase and supply the parts needed for the repair work. The estimated parts equal \$2,500 and a tow truck to and from Shelbyville is estimated at \$490. This is well below the estimates received from local body shops that ranged from \$6,400 to \$8,750.00. **A motion was made and approved** to have the Shelbyville Technical College make the needed repairs to the AVGAS truck.

7. New Business:

- A. Safety Training** – Jimmy Chapman prepared an outline for an employee training manual. Paul Sirks and Jim Apple asked for work to be completed on the manual.
- B. Exterior Hangar Clutter** – Paul Sirks reported that some progress was made on moving some airplane parts from the exterior of several personal hangars. He will keep working with the hangar owner and update the Board.
- C. September Meeting Date** – **A motion was made and approved** to reschedule the 9/11/18 Board meeting for 9/18/18 because of the 9/14/18 bid opening for the new hangar. The Tullahoma News will be notified.

D. Other New Business – None

8. Aldermen Knowis Comments – Alderman Knowis recommended repairing the AVGAS truck.

9. Meeting was adjourned at 6:07 pm.

Submitted on 8/17/2018

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting